

Seventy-Fifth Congress of the United States of America

At the First Session

Begun and held at the City of Washington on Tuesday, the fifth
day of January, one thousand nine hundred and thirty-seven

AN ACT

To incorporate the Marine Corps League

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SEC. 1. That major General John A. Lejeune, United States Marine Corps, retired, honorary national commandant; Maurice A. Illich, national commandant; Roy S. Taylor, senior national vice commandant; Kenneth B. Collings, junior vice commandant; Alexander F. Ormsby, national judge advocate; Reverend John H. Clifford, national chaplain; Edward A. Walker, national sergeant at arms; John B. Hinckley, Junior, national adjutant and paymaster; John E. Brock, national chief of staff, are hereby created a body corporate of the name "Marine Corps League."

SEC. 2. That the purposes of this corporation shall be: (a) to preserve the traditions and to promote the interests of the United States Marine Corps; (b) to band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; (c) to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms; (d) to hold sacred the history and memory of the men who have given their lives to the Nation; (e) to foster love for the principles which they have supported by blood and valor since the founding of the Republic; (f) to maintain true allegiance to American institutions; (g) to create a bond of comradeship between those in the service and those who have returned to civil life; (h) to aid voluntarily and to render assistance to all Marines and former Marines as well as to their widows and orphans; (i) to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of peculiar interest to Marines.

SEC. 3. That the corporation: (a) shall have perpetual succession; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or may be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter by-laws not inconsistent with the Constitution and laws of the United States or of any State; (f) may establish and maintain offices for the conduct of its business; (g) may appoint or elect officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the corporation; (i) may acquire, by purchase, devise, bequest, gift or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes; and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

SEC. 4. That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures. Such report shall not be printed as public documents.

SEC. 5. That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.

Approved, August 4, 1937.

Wm. B. Bankhead
Speaker of the House of Representatives

Robert M. La Follette
President of the Senate pro tempore

Approved
Aug 4
1937
Franklin D. Roosevelt

BY-LAWS

ALAMO DETACHMENT BYLAWS

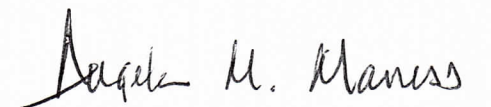
From: Alamo Detachment 315

To: Distribution List


Subj: Alamo Detachment 315 Bylaws

1. **Purpose:** These Bylaws provide guidance concerning the function and organization of the Alamo Detachment 315, MCL. The primary goal of these Bylaws is to ensure that the Alamo Detachment 315 is operated in accordance with the Marine Corps League's structure and to follow all local, state, and national laws. All previous editions of the Alamo Detachment 315 Bylaws and Administrative Procedures are hereby cancelled this date
2. **Background.** The National Bylaws and Administrative Procedures and the Department of Texas Bylaws and Administrative Procedures have recently been completely revised and updated. These Bylaws and Administrative Procedures are revised to ensure that they are following all changes.
3. **Goal.** The goal of the Alamo Detachment Bylaws and Administrative Procedures is to provide the Detachment leadership effective resources and guidance to ensure that the Detachment is successful and relevant to the membership. These Bylaws and Administrative Procedures set the specific guidelines and requirements for all Detachment members to follow.
4. **Ratification.** These Bylaws and Administrative Procedures were presented to the members at a Detachment meeting on MARCH 9, 2020. There was a motion and second to accept and approve these Detachment Bylaws and Administrative Procedures. Discussion followed and all questions or changes were made and they were approved by a majority vote of all members present.
5. **Effective Date of Alamo Detachment 315 Bylaws and Administrative Procedures.** These Bylaw and Administrative Procedures are effective on 5/10/2020
6. **Reviewed and Approved.**

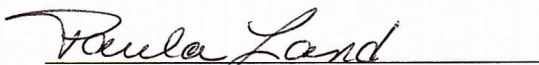

Detachment Commandant


Detachment Sr. Vice Commandant

Respectfully Submitted


Detachment Judge Advocate

Approved:


Texas Department Judge Advocate

ALAMO DETACHMENT BYLAWS

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ALAMO DETACHMENT BYLAWS

ARTICLE I

Name

Section 100 - Name. The name of the corporation shall be the Alamo Detachment 315, Marine Corps League. The Marine Corps League (MCL) is a non-profit corporation incorporated by an Act of the Seventy-fifth Congress of the United States of America at the First Session, begun and held at the City of Washington on Tuesday, the fifth day of January 1937, and approved August 4, 1937.

Section 105 – Mission Statement. The mission statement of the Marine Corps League is “Members of the Marine Corps League join in camaraderie and fellowship for the purpose of preserving traditions, promoting interests of the United States Marine Corps, banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service. Effectively promote the ideals of American freedom and democracy. Voluntarily aiding and rendering assistance to all Marines, FMF Corpsmen, FMF Chaplains, and former Marines, FMF Corpsmen, FMF Chaplains, and their widows and orphans; and to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

ALAMO DETACHMENT BYLAWS

ARTICLE II

Purpose of the Marine Corps League

Section 200 -- The Alamo Detachment 315, adheres to the National By-Laws, Article II

ALAMO DETACHMENT BYLAWS

ARTICLE III Membership

Section 300 - The Alamo Detachment 315 adheres to the National By-Laws, Article V.

ALAMO DETACHMENT BYLAWS

ARTICLE IV Organization

Section 400 - Composition. - The Detachment Staff shall be comprised of the Board of Trustees, appointed Staff officers, Committee Chairperson, Liaison Officers, and Past Commandants, being identified collectively as Staff Officers, and individually as Staff Officer.

Section 410. - Board of Trustees. The Board of Trustees will consist of elected and appointed officers.

Section 415 – Elective Offices. The officers to be elected by the Detachment shall be the Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. The Detachment shall elect or appoint a Chaplain, Adjutant, Paymaster or Adjutant/Paymaster and Sgt at Arms and such other officers as the Detachment may deem necessary.

Section 420. - Vacancy. The order of succession to the Office of Commandant shall be; (1) Senior Vice Commandant, and (2) Junior Vice Commandant. In the event of the other vacancies on the Board of Trustees, the Commandant, with the advice and consent of the remaining Board members, shall appoint a successor to fill the remaining unexpired term of office. In addition of death, resignation, or incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the Board of Trustees or regular business meetings or in the case of the removal from office for cause.

Section 430. - Staff Officers.

- (a) Veterans Service Officer
- (b) Historian
- (c) Liaison Officers.
- (d) Detachment Auxiliary Liaison Officer.
- (e) Legislative Office
- (f) VAVS Representative

Section 435. - Vacancy. Should a vacancy occur in an appointed office, a Staff Officer, or as a committee member, such vacancy shall be filled as soon as practicable, by the Commandant. All such appointments are subject to the subsequent approval of the Board of Trustees.

Section 440 - Powers. - Power and authority of the Detachment Staff shall be the same as that of the Board of Trustees, except that Staff Officers, Committee Chairpersons, and Liaison Officers shall have no vote and shall not be considered in determining a quorum for the Board of Trustee meetings.

Section 450. - Quorum. The presence of a majority of the Board of Trustees shall constitute a quorum for the transaction of Detachment business.

Section 460. - Voting. Each member shall have one vote. There shall be NO proxy voting. The Judge Advocate shall abstain from voting on all matters wherein an opinion has been rendered by the Judge Advocate.

Section 470. - Expenses. The Detachment may reimburse a Board member's expenses incurred, provided that funds are available and budgeted.

ALAMO DETACHMENT BYLAWS

ARTICLE V Meetings

Section 500 - Meetings. The Alamo Detachment shall meet once a month. The Board of Directors and Staff meetings shall be at the call of the Commandant.

Section 515 - Authority. The supreme legislature and policy making power of the Alamo Detachment shall be vested in its membership that is in good standing.

Section 520. – Conduct of Business. The conduct of business at all Detachment meetings shall be governed by Department and National Bylaws and Administrative Procedures. The rules in the current edition of *Roberts Rule of Order Newly Revised* shall govern the meetings in all cases to which are applicable and in which they are not in conflict with the Bylaws and Administrative Procedure and any special rules of order that may be adopted. In the event of a conflict, the ruling authority is Department or National Bylaws and Administrative Procedures and then the *Robert's Rule of Order Newly Revised*.

Section 530 – Recording of Minutes. All Detachment Board of Trustees meetings and all Detachment meetings shall be properly recorded.

- (1) The minutes, at a minimum, shall include but not limited to:
 - (a) Date, time and location of each meeting.
 - (b) Purpose of meeting(Board Meetings)
 - (c) Members attending (Board Meetings)
 - (d) Issues discussed (Board Meetings)
- (2) The minutes of all regularly scheduled and special meetings shall be filed for safe keeping and further reference.
- (3) The minutes of all meetings shall be read at regularly scheduled Detachment meetings and available for review by members

Section 540. Right To Speak. All members when recognized by the Chair and not so expressly prohibited by the Bylaws shall have a right to speak on any subject and all issues brought to the meeting for its consideration.

Section 550. Elections. The Detachment shall hold an annual election of officers A Nominating Committee shall be elected by a majority of members present and voting at the October meeting. . Nominations will be from the floor during a regularly scheduled monthly meeting. Each nominee shall be a regular member in good standing in the Marine Corps League at the time of nomination and a member of the Detachment. Each nominee, when called upon, shall rise, if not restricted by a physical impairment and state to the Chair that if elected or appointed he/she will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected or appointed. The election shall be the last order of business. The election of officers shall take place at the November meeting and installation of officers shall be during the December meeting.

ALAMO DETACHMENT BYLAWS

- (a) The election of the Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Adjutant, Paymaster or Adjutant/Paymaster, Chaplain, and Sergeant at Arms shall be conducted in this order.
- (b) Before voting begins, the Commandant shall select two (2) members to supervise and correctly tally the votes cast.
- (c) The election of officers shall not begin until the appointed election judge and teller advise the Nominating Committee Chair that they are prepared to supervise the election. When so advised, the Chair will then call for the "Election of Officers". Upon such announcement, the Chair shall not accept or entertain any issue, question, or subject which is not strictly related to the election being conducted. Without explicit permission of the Chair a voting member shall not be allowed to enter or leave the floor until the election in progress is concluded.
- (d) A simple majority of the votes cast is required to elect Officers. When a simple majority is not obtained in the first ballot, a second balloting will immediately commence after a caucus (not to exceed five (5) minutes.) Should a majority fail to materialize on the second or successive votes, the candidate with the least voted shall be dropped as a contender (after each ballot) until a simple majority is achieved.
- (e) Installation of Officers shall be held within thirty (30) days of the election.
- (f) A member may be elected to only one elected office in the Detachment. This does not apply to appointed officers or to chairing a committee.

Section 560. Term of Office. All officers shall be elected for a term of one year and may succeed themselves in Office.

Section 570 - Voting. Except as otherwise provided in these Bylaws, a 50 Percent (50%) plus one (1) vote by the members present and voting shall carry any measure and decide any issue.

- (a) Associate members may vote on all issues except membership applications, election of officers and MCL policy.

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ARTICLE VI

Miscellaneous

Section 600 – Amendments. The Alamo Detachment Bylaws may be revised, amended or repealed by a 2/3 vote of member in good standing and present, provided the proposed revision, amendment, or repeal is submitted in printed form in the exact wording to the Adjutant not less than 30 days prior to the meeting at which said proposal is to be considered, and further provided that the Adjutant shall distribute copies of each proposal, without personal comment, to all Staff members no later than 15 days prior to the meeting. Copies shall be available to all members attending the meeting at which said proposal is to be considered. Notice of a proposed Bylaws change shall be distributed by 1st class mail and/or email to all members including the date and time of such meeting.

Section 605 – Automatic Changes. Any changes to National or Department Bylaws and Administrative Procedures that are applicable or relevant to the Detachment shall be automatically become part of the Detachment Bylaws and Administrative Procedures. Such changes are to be reflected in subsequent printings of the Detachment Bylaws and Administrative Procedures.

Section 610 – Effective Date. Each revision, amendment, or repeal of a provision of the Detachment Bylaws which does not provide for an effective date shall become effective upon close of the meeting at which it is approved.

Section 620 – Detachment Bylaws Distribution. Each member of the Board of Trustees shall be provided, without charge, with one copy of the Detachment Bylaws and Administrative Procedures and published changes thereafter each time they are printed. The Detachment Bylaws and Administrative Procedures are to be made available for examination to any member in good standing upon request. A copy of the Bylaws and Administrative Procedures shall be provided to new members upon acceptance into the Marine Corps League.

Section 630 – Blanket Bond. National Headquarters of the Marine Corps League pays for a blanket bond for officers listed in the National Administrative Procedures, Chapter Ten, Section 10035.

Section 640 – Dissolution. Should this Detachment be dissolved, all funds, property, and assets of the Detachment shall be turned over to the jurisdictional Department or National Headquarters (National Bylaws, Article XII, Section 1200.)

Section 650 – Membership Listings. The membership listing of the Marine Corps League is propriety information and under the direct control of the National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments exclusively for internal usage in administering membership of applicable Departments and Detachments. The membership listing will not be sold, leased, copied, loaned, or assigned without the expressed permission, in writing, from the National Executive Director upon approval of the National Board of Trustees of the Marine Corps League.

Section 660 - Contracting Authority. No officer, employee, or committee chairperson or member of the Alamo Detachment shall enter into, or sign any contract or agreement, for the purpose of binding the

ALAMO DETACHMENT BYLAWS

Detachment without first submitting such contract or agreement to the Judge Advocate for his/her consideration and the forwarding of his recommendations to the Detachment Attorney and insurance carrier for their written recommendations. All documents should then be forwarded to the entire Board of Trustees. The Board of Trustees, thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the Alamo detachment 315 shall require the signature of the Commandant and the Adjutant.

Section 670 – Violation. Each member who violates the precepts of the National Bylaws or the Administrative Procedures of the Marine Corps League is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the Administrative Procedures.

ADMINISTRATIVE PROCEDURES

ALAMO DETACHMENT ADMINISTRATIVE PROCEDURES

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**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER ONE**

GENERAL

SECTION 1000 - NAME AND PURPOSE - The Alamo Detachment #315 was chartered by the National Headquarters, Marine Corps League on October 2, 1964 as an authorized subordinate local organization of the Marine Corps League. The Alamo Detachment incorporated as a non-profit organization under the laws of the State of Texas on February 11, 1983. The purposes for which the corporation is formed are:

- (a) To preserve the traditions and to promote the interests of the United States Marine Corps.
- (b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy.
- (c) To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms.
- (d) To hold sacred the history and memory of the men who have given their lives to the Nation.
- (e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic.
- (f) To maintain true allegiance to American institutions.
- (g) To create a bond of comradeship between those in the service and those who have returned to civilian life.
- (h) To aid voluntarily and to render assistance to all Marines, former Marines, and FMF Chaplains and Corpsmen as well as to their widows and orphans.
- (i) To perpetuate the history of the United States Marine Corps, by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

SECTION 1001 - LOCATION - The principal office of the Alamo Detachment Marine Corps League shall be with the Detachment Commandant or at such other place(s) as the Board of Trustees may select in the best interest of the membership.

SECTION 1005 - CORPORATE SEAL - The corporate seal of the Alamo Detachment, shall be round in shape, containing in the center thereof a replica of the United States Marine Corps emblem surrounded by the words, "Semper Fidelis, Marine Corps League", within a border of two narrow rings surrounded by the words, "Alamo Detachment."

SECTION 1010 - POLICY –

- (a) The supreme power of the Detachment shall be vested in its membership functioning at all meetings. Only executive and administrative powers only will be delegated to its Board of Trustees.
- (b) The Detachment shall never take part in any labor or management dispute or issue and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based on the grounds of race, color, creed, nationality, or gender; nor shall it be used a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.

(c) Nothing in the preceding subsection shall prohibit the Alamo Detachment 315 members from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER TWO**

SECTION 2000 - MEETINGS -

- (a) Regular business meetings of the Detachment shall be held monthly on such day and location as may be established by the membership.
- (b) Board of Trustees meetings shall be held at the call of the Commandant.
- (c) Special or emergency meetings shall be at the call of the Commandant or for such officers as may be available in view of the circumstances.

SECTION 2005 - TIME AND PLACE - Monthly meetings shall be held on the second (2nd) Monday at 7:00 P. M., subject to change upon majority of members voting at a regular meeting.

SECTION 2010 - PROCEDURES - Preceding the meetings the Commandant and Board of Trustees will determine and establish the sequence and procedure that the business shall be conducted, provided such determination is in conformity with the Bylaws and Administrative Procedures.

SECTION 2015 - RULES OF ORDER - Detachment Bylaws and Administrative Procedures shall govern the procedure and conduct of each meeting. Parliamentary reference for meetings shall be the current edition of Robert's Rules of Order-Newly Revised, 11th Edition.

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER THREE**

SECTION 3000 - STANDING COMMITTEES AND DUTIES - The Detachment Standing Committees and their duties are as follows:

(a) **MARINE OF THE YEAR COMMITTEE** - The Alamo Detachment Marine of the Year Committee shall consist of all past recipients of the Alamo Detachment or the Department Marine of the Year and shall assume the privilege of membership in the Alamo Detachment Marine of the Year Society. They shall select a Chairman from among their membership and will meet to select a recipient of the Award. This award shall be presented to a member in good standing of the Alamo Detachment who has rendered service that distinguishes themselves above and beyond the duties and obligations normally expected of membership in the Marine Corps League. Any member of the Alamo Detachment may originate the nomination of a candidate for this award. The nomination of a candidate shall be made in a sealed envelope and in letter form, either typed or legibly handwritten, and shall be signed by at least four members in good standing of the Detachment. The letter of nomination should clearly describe the candidate's achievements and contributions that have served to bring acclaim and prestige to the Marine Corps League and/or have enhanced or furthered the concepts of duty as a citizen of the United States of America. The letter should stress and emphasize the nominee's achievements and contributions for the most recent year, but may also include supplemental information about the nominee's merits beyond that period. The letter may be augmented by attached endorsements or affidavits, such as newspaper accounts of a deed or deeds, but such endorsements are not required. Nominations may be submitted to any member of the Alamo Detachment Marine of the Year Society anytime during the current fiscal year, but no later than September first of the same year. The award shall be presented in December of the year nominations are received.

(b) **AWARDS AND CITATIONS COMMITTEE** - Shall have the duty of recommending to the Staff; awards and citations as are appropriate, all recommendations for Detachment awards and shall certify that the recipient is worthy of said award. The Senior Vice Commandant will chair this committee.

(c) **SCHOLARSHIP COMMITTEE** - The Detachment Scholarship Committee shall be composed of six (6) members. The Commandant will appoint the Chairman and four (4) members annually. The Detachment Adjutant/Paymaster or Paymaster shall also serve on this committee.

1. All applications for a grant for the Scholarship should be submitted to the Chairman of the Committee. The Committee shall then meet and review the applications and select the recipients for the grant. The grants shall be presented to the membership who shall authorize payment.

(d) **LEGISLATIVE COMMITTEE** - Shall be chaired by the Detachment Legislative Officer and consist of two (2) additional members. This committee is charged with the responsibility of:

1. Studying all legislation affecting veterans and the armed services.
2. Arriving at recommendations to support or urging rejection of pending legislation affecting

veteran's affairs.

(e) **BUDGET AND FINANCE** - It shall be the duty of the Budget and Finance Committee to hold such hearings with Detachment Officers, as it may deem necessary, to prepare and present to the members a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League.

(f) **AMERICANISM COMMITTEE** - The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Marine Corps League. (See enclosure Two (2) of the National and Department of Texas Bylaws and Administrative Procedures for guidelines)

(g) **YOUTH ACTIVITIES** - The committee shall have a chair person who shall serve as the Detachment Liaison with the Young Marines organization in Texas and with the National Organization of the Young Marines. The committee chair person shall also act as the Detachment Liaison to other youth organizations such as the Youth physical Fitness Program, Boy Scouts, Girl Scouts and such other youth organizations which serve to promote Americanism.

(h) **VAVS CHAIRMAN** - It shall be the duty of the Veterans Administration Volunteer Service Representative to:

1. Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.
2. Promulgate the objectives of the VAVS Program and cultivate the interest of Detachment members in their preparation in the VAVS Program at hospitals within their locale.
3. Receive recommendations, from Detachment members willing to serve in the VAVS Program and, as appropriate, request VAVS certifications for required representatives and deputies.
4. Guide and instruct Detachment VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.
5. Receive and compile comprehensive VAVS Program activity reports from participating members and provide copies to the Detachment Board of Trustees and Veterans Administration.
6. Conduct a VAVS Workshop within the Detachment.
7. Attend quarterly and annual VAVS meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.
8. Submit an annual report to the Detachment Board of Trustees and the Department Board of Trustees at each Mid-Winter Meeting.

9. Serve as member of the Awards and Citations Committee to help select a recipient for the Department of Texas VAVS Bernard Joseph Sheeler Award (see enclosure three of the Department of Texas Bylaws and Administrative Procedures)

(i) **ADDITIONAL COMMITTEES** - The Commandant, with the advice and consent of the Board of Trustees, shall appoint any other committees as deemed necessary and appropriate with the exception of the Nominating Committee.

SECTION 3010 - ADVISORY COUNCILS AND DUTIES - The advisory Councils and their duties are as follows:

- (a) **PAST DETACHMENT COMMANDANTS' COUNCIL** - Past Detachment Commandants should avail themselves to the current Detachment Commandant for the purpose of advising him/her in the performance of his/her duties through a Joint council consisting of all Past Detachment Commandants with the Junior Past Commandant as Chairman.

SECTION 3020 - APPOINTED OFFICERS, CHAIRMEN, AND COMMITTEE MEMBERS

TERM - All appointed officers, committee chairmen, and committee members shall, unless specified to the contrary in the Bylaws or Administrative Procedures, serve at the pleasure of the Commandant. Appointees shall surrender to the duly appointed successor all Detachment books, records, and other property with which the office or person is charged.

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER FOUR**

(Note: This chapter pertains to Department Administrative Procedures and is included here only for the purpose of information and for the continuance of chapter numeration)

DISTRICTS

SECTION 4000 - FORMATION - To obtain more effective administrative functioning, the Department of Texas is divided into geographical areas to be called Districts.

SECTION 4010 - DISTRICT ALIGNMENT - The Districts of the Department of Texas Marine Corps League shall be aligned in accordance with their geographical areas outlined on the map of the State of Texas included in the back of these Bylaws and Administrative Procedures.

- (a) The Alamo Detachment lies within the jurisdiction of District IV of the Department of Texas.

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER FIVE**

(Note: This chapter pertains to Department Administrative Procedures and is included here only as information and for the continuance of chapter numeration.)

DEPARTMENT

SECTION 5000 - FORMATION -

(Refer to Department Administrative Procedures)

SECTION 5005 - POWERS -

(Refer to Department Administrative Procedures)

SECTION 5010 - AUTHORITY -

(Refer to Department Administrative Procedures)

SECTION 5020 - DEPARTMENT DUES

(Refer to Department Administrative Procedures)

SECTION 5030 - INSTALLATION OF DEPARTMENT OFFICERS

(Refer to Department Administrative Procedures)

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER SIX**

DETACHMENTS

SECTION 6000 - CHARTER - (Refer to Department and National Bylaws)

SECTION 6010 AUTHORITY - The Detachment shall be governed by its elected Officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and Bylaws and Administrative Procedures of such bodies.

SECTION 6015 - DUES - The Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees. All per capita dues and fees which are due the Department and National Headquarters shall be forwarded with a standard transmittal form without delay to the Department Adjutant/Paymaster for processing.

- (a) Dues for the Alamo Detachment will be the National dues plus the Department dues plus \$5.00.

SECTION 6020 – INSTALLATION OF DETACHMENT OFFICERS

The Detachment shall request from the Department an installing Officer.

- (a) The installing Officer shall be the Department Commandant, an elected Department Officer, Past National Commandant, Past Detachment Commandant or other elected Marine Corps League Officer.
- (b) It shall be the responsibility of the installing Officer to sign, date and forward the installation form within fifteen (15) days of the installation. The report shall be forwarded to the Department Adjutant/Paymaster.

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER SEVEN**

MEMBERS

SECTION 7000 - INITIATION - All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual, and be presented with the Official Membership Card and Lapel Pin of the Marine Corps League.

SECTION 7010 - MEMBERSHIP TRANSFER - Any member in good standing may transfer from one Detachment to another, without payment of additional dues or transfer fees, upon his application to and approval of the gaining Detachment and of the losing Detachment.

SECTION 7020 - MEMBER'S DEATH - Upon notification of the demise of any member.

(a) The Detachment Chaplain Shall:

1. Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
2. Without delay, report the death of the member, (citing deceased full name, next of kin and known funeral arrangements) to the National and Department Chaplains with a copy furnished to the National Adjutant/ Paymaster.
3. Utilize the "Notice of Death" form (available from National Headquarters) to report the death. This form is a five part form (see enclosure (8) of the National Bylaws and Administrative Procedures.

(b) It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the Detachment Commandant, with the assistance of the Detachment Chaplain and Adjutant/Paymaster; shall develop a plan to notify Detachment members in a timely manner.

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER EIGHT**

SUBSIDIARIES AND SUBORDINATES

SECTION 8000 - REPORTS - Each National subsidiary organization and each National subordinate group which directly or indirectly operates under the Congressional Charter and the name of the Marine Corps League must report to the National Headquarters as directed by the National Marine Corps League Administrative Procedures, Chapter Eight.

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER NINE**

GRIEVANCE AND DISCIPLINE

SECTION 9000 - PROCEDURES –All grievances and disciplinary actions within the Alamo Detachment shall be addressed in full compliance with Chapter Nine of the National Marine Corps League Administrative Procedures.

**ALAMO DETACHMENT
ADMINISTRATIVE PROCEDURES
CHAPTER TEN**

MISCELLANEOUS

SECTION 10000 - FUND RAISING -

Fund raising activities may be entered into by the Alamo Detachment as directed and permitted by Chapter Ten of the National Marine Corps League Administrative Procedures.

SECTION 10005 - RESPECT

- (a) The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar cloth, during all the meetings of the Marine Corps League. No disrespect to the Bible, by act or word shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.
- (b) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

SECTION 10010 - RESOLUTIONS, SUBMITTING AND PROCESSING - Resolutions may be submitted by any member in good standing, a Detachment, or Department for consideration by a National Convention, provided said resolutions are in proper form and in compliance with National Marine Corps League Administrative Procedures, Chapter Ten, Section 10010.

SECTION 10015 - AMENDMENTS - The Administrative Procedures maybe amended, revised, or repealed by a majority vote of 2/3 of the Detachment Board of Trustees provided that the amendment, revision, or repeal does not in any manner violate the provisions of Detachment Bylaws.


SECTION 10020 - EFFECTIVE DATE - The effective date of any change to the Administrative Procedures must be stated in the proposed change or it shall become effective upon the close of the Detachment meeting at which it was approved.

SECTION 10025 - ADMINISTRATIVE PROCEDURES DISTRIBUTION - Administrative Procedures shall be distributed in the same manner as the Detachment Bylaws (see Article Six, Section 615 Detachment Bylaws)

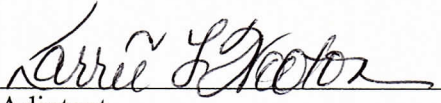
SECTION 10030 - ENCLOSURES - Refer to National and Department of Texas Bylaws and Administrative Procedures enclosures for guidance on awards, uniforms and proper administrative forms.

These Administrative Procedures of the Alamo Detachment 315, Department of Texas, Marine Corps League, were revised, corrected and accepted by a majority vote of eligible and qualified members present at a regular meeting of the Alamo Detachment held in San Antonio, Texas

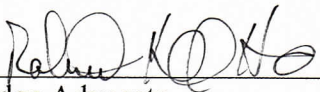
Attested: Signed:



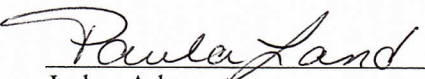
Commandant
Alamo Detachment 315
Marine Corps League



Adjutant
Alamo Detachment 315
Marine Corps League



Judge Advocate
Alamo Detachment 315
Marine Corps League



Judge Advocate
Department of Texas
Marine Corps League

The Detachment Adjutant shall retain the original copy of this page.